



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

WEEK of July 21, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Assessor I – Exam #21523 / Hourly Salary \$25.11 up to \$32.73

APPLICATION PROCESS: ALL applicants **MUST** submit a completed: 1) **Online City of Minneapolis application**, 2) **A copy of your license** (i.e.) Assessor License, Appraiser License, Real Estate License, 3) **Resume** (must be submitted prior to the job closing date). **POSITION INFORMATION:** Currently, there is one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties. **MINIMUM QUALIFICATIONS (Education, Experience and License):** **Education and Experience:** **One** of the following: A Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and one year full-time real estate appraisal experience **or** Any Associates Arts degree and a minimum of two years of full-time real estate appraisal experience. **Licenses/Certifications Requirements:** 1) Valid Driver's License and a reliable car to use while performing assessment duties, 2) Must have or be able to obtain certification as a "Certified Minnesota Assessor" within twenty-four months of hire, and 3) Must have or be able to obtain certification as an "Accredited Minnesota Assessor" by July 1, 2019, or within four years of having become licensed as a certified Minnesota assessor, whichever is later. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, July 14 through Friday, August 1, 2014.**

Contract Administrator – Exam 21524/Annual Salary \$65,001 - \$83,371

The Contract Administrator is responsible for the development of contracts and Request for Proposals, coordinating the management and administration of contracts and establishing procedures for review and monitoring of contracts. The position will be working in Community Planning and Economic Development. **Qualifications** Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. Experience: Four years of contract management experience that has included a minimum of two years in a supervisory capacity. **Applications accepted through August 8, 2014.**

Engineer I Instrumentation & Controls (Electrical) Water – Exam 21477/Salary \$49,393 - \$65,915

Enter position information. The position requires the ability to perform a variety of technical engineering work for capital construction, operations and maintenance activities. **Qualifications:** **Education:** Bachelor's Degree from an accredited college or university in Electrical Engineering, Electronics Engineering or Electrical and Computer engineering. ***It is highly desirable that proof of your degree/coursework is submitted with your application materials.** (Note: Persons who may be invited to the departmental job interview process may be required to provide a copy of their degree/coursework at that time) **Experience:** This is an entry level position, years of experience performing engineering work is a plus, but not required. **License/Certificates:** It is highly desirable that persons possess and continue to maintain a valid Driver's License by the date of hire. **Driver's license information will only be checked for those persons who may be invited to the job interview process.** Allen-Bradley ControlLogix Programmer certificate within 2 years of hire. Engineer-in-Training (EIT) certificate required within six (6) months of the date of hire. **If you currently possess an EIT certificate, you are highly encouraged to submit a copy of your certificate with your application materials.** **Applications accepted through Tuesday, July 1st, 2014 through Monday, July 28th, 2014**

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Foreman Painter – Exam 21518/Hourly \$35.104

One, full-time vacancy to be filled in the Finance and Property Services Department. Supervise, coordinate, and participate in the work of skilled employees engaged in the application of decorative and protective coats of paint, varnish, stain, enamel, lacquer and other wall coverings and finishes to exterior and interior surfaces of City structures, facilities, buildings, and properties. **Qualifications Education:** Successful completion of an apprenticeship approved by the State Division of Apprenticeship Training or a comparable apprenticeship program. **Experience:** 3 years' experience as a Journeyman Painter. **Licenses/Certifications Requirements:** Valid Driver's License and Journeyman Painter License. **Applications accepted through July 23, 2014**

EQUIPMENT REPAIR COORDINATOR – 21497/Salary \$25.19 Per HourExam # SALARY: \$25.219 Per Hour

Coordinate the assigning of work to mechanics, shop workers, and drivers based on instructions from the Supervisor, parts availability, user requests, etc. and to take responsibility for computerized fleet management information system (FMIS) entries and maintenance of the data base. *** The current vacancy is with the Public Works Fleet Services Division. **Qualifications:** **EDUCATION:**High School Diploma or GED **EXPERIENCE:** Three (3) years of experience using computerized inventory control system; with experience scheduling, equipment repair service or performing mechanical repair **EQUIVALENCY:** An equivalent combination of training and experience may be considered. **LICENSES/CERTIFICATIONS:** Applicants must possess and continue to maintain a Class B (or better) Commercial Driver's License with airbrake endorsement **Applications accepted through Monday, July 21, 2014 through Friday, August 1, 2014**

CITY EMPLOYEES ONLY

Lead Elevator Inspector Exam #21521 Salary: \$39.03 up to \$39.18 RESTRICTED TO CPED The Community Planning and Economic Development Department is seeking applications for Lead Inspector Elevator. The position will function as a technical lead for elevator inspection in the Construction Code Services (CCS) section, including the subject area of building codes and standards, while maintaining an inspection district to achieve consistency of Building Code interpretation and enforcement. Additional duties as assigned. **REQUIREMENTS:** **Education-**Two years post high school education. **Experience-**Five (5) years as a Municipality Elevator Inspector. **License/Certificates-**Elevator Constructor License issued by the Minnesota Department of Labor and Industry, National Elevator Industry Education Program Examination, Qualified Elevator Inspector (QEI) Certification and a Valid Driver's License. **Equivalency-** An equivalent combination of education and experience may be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Friday, July 25, 2014.**

MULTIFAMILY HOUSING FINANCE SPECIALST Exam #21522 Annual Salary: \$70,401.00 up to \$89,941.00 Restricted to CPED. CPED is seeking a Multifamily Housing Finance Specialist. The position will Manage assigned Multifamily Housing Finance programs, and advise other CPED staff regarding regulations and requirements for housing finance tools and programs. **Qualifications: Education -** Bachelor's Degree in Business, Finance, Urban Planning, Public Administration or equivalent. **Experience -** Five years of related experience with federal and state housing finance programs and housing development. **Certificates -**National Development Council Certification as a Housing Development Professional. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applicants are required to follow the application process listed in the job announcement. Open for applications Monday July 14, 2014 to Friday, July 25, 2014**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.